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# FEDERATION OF PENNY ACRES AND WIGLEY PRIMARY SCHOOL

## ATTENDANCE POLICY AND PROCEDURES

# **ATTENDANCE POLICY AND PROCEDURES**

The Federation of Penny Acres and Wigley Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education

Each year the school will set attendance/absence targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

## **Promoting attendance**

The foundation for good attendance is a strong partnership between the school, parents and the child.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them.

## **Leave of absence in term time**

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.

## **School Procedures**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education.

### **Lateness**

Morning registration will take place at the start of school at 9.00 am. The registers will remain open for forty minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1.00 pm. The bell is rung at 12:55 pm to end lunchtime break.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

### **First Day Absence**

On the first day of absence the parent/guardian is expected to inform the school before 9.30 am. If the school has not been informed of a pupil's absence the school will contact the parent/guardian to ascertain the reason for non-attending.

School will persist in trying to make contact with the parent/guardian on the following days if nothing has been heard.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **Frequent Absence**

Within the school it is the responsibility of all staff to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

## **Persistent Absence (PA)**

All pupils whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance. The action plan will include engagement with all parties who can support the pupil's attendance.

## **A Welcome Back**

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

**1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

**2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

**3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

## The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present in school (AM)	Present
\	Present in school (PM)	Present
B	Educated off site (not Dual registration)	Approved Education Activity
C	Leave of absence authorized by school/Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (not authorized by the school <u>or</u> in excess of period determined by the Headteacher)	Unauthorised absence
H	Holiday authorised by school (agreed)	Authorised absence
I	Illness (not medical or dental etc. appointments)	Authorised absence
J	At an interview with prospective employers or another educational establishment	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils (not required to be in school)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances (enforced closure)	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	Planned whole or partial school closure	Not counted in possible attendances

## **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be printed out at least once a month.

## **Register Security**

Registers or attendance marking sheets will be safely stored

## **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.